**MONDAY, AUGUST 9, 2010**

# Workshop Title: QM Applying the Quality Matters Rubric

**Location:** E-Lab 104

**Time:** 9:00AM to 4:00PM

(With a 1 hour break for lunch at Noon)

**Description:** Quality Matters (QM) is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online courses and online components. The University of the District of Columbia is among over 450 colleges and universities employing QM tools in developing, maintaining and reviewing their online courses and in training their faculty.  Faculty members interested in teaching online or taking their existing online courses to the next level are encouraged to attend this 3 workshop series.

*By the end of these workshops, participants will be able to:*

1.  List the 8 broad Quality Matters rubric standards used to evaluate online and hybrid courses.

2.  Understand the connection between measurable learning objectives and effective assessments

3.  Participate in a mock peer review process

4.  Create an action plan to explore connections between existing course materials and the QM rubric

# Workshop Title: Introduction to Bb 9.1 Basics (Beginner)

**Time:** 9:00AM to Noon

**Location:** E-LAB 510

**Description:**

This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Performance Dashboard and Grade Center will be previewed and explained. This workshop is designed for faculty who need a refresher on Blackboard and would like to learn about the new features in Bb 9.1. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

*By the end of this workshop, participants will be able to:*

1. Successfully navigate the new layout and customization options in Blackboard 9.1

2. Load content to Blackboard 9.1 and set options to restrict availability

3. Define the available features in the grade center

4. Identify three ways to track student performance and provide feedback

# Workshop Title: Effective Assessments in Bb 9.1 (Intermediate)

**Time:** 1:00PM to 4:00PM

**Location:** E-LAB 510

**Description:** This workshop will explore various ways to assess student learning in Blackboard 9.1. Some of the tools and assessment strategies to be covered include Grade Center, SafeAssign, Test and Pool Manager, Respondus LockDown Browser. Beyond explaining the functionality of each tool, some pedagogical approaches specifically; rubrics, self-reflection, peer review and effective grading/feedback in an online environment will be discussed. This workshop will require active participation and faculty are encouraged to bring assessment questions to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have completed the **Introduction to Blackboard 9.1** workshop.

*By the end of the workshop, the participants will be able to:*

1. Create an assignment and understand the benefits of using SafeAssign

2. Create and deploy a test with and without pool manager and Respondus LockDown BrowserTM

3. Manage Grade Center

4. Name three, pedagogically sound, assessment methods and create a sample assessment utilizing one of each.

**TUESDAY, AUGUST 10, 2010**

# Workshop Title: Introduction to Bb 9.1 Basics (Beginner)

**Time:** 9:00AM to Noon

**Location:** E-LAB 104

**Description:** This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Performance Dashboard and Grade Center will be previewed and explained. This workshop is designed for faculty who need a refresher on Blackboard and would like to learn about the new features in Bb 9.1. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

*By the end of this workshop, participants will be able to:*

1. Successfully navigate the new layout and customization options in Blackboard 9.1

2. Load content to Blackboard 9.1 and set options to restrict availability

3. Define the available features in the grade center

4. Identify three ways to track student performance and provide feedback

# Workshop Title: Wimba

**Time:** 9:00AM to 10:30AM

**Location:** E-Lab 105

**Description:** Wimba Classroom combines interactive technologies with instructional best practices, allowing educators and students to build relationships. Wimba classroom is a live, virtual classroom environment with robust features that includes audio, video, application sharing and content display. This workshop will introduce participants to the latest technology which enables instructors to conduct class with audio, visuals and desktop sharing using Wimba Classroom.

*At the end of this workshop, participants will be able to:*

1. Navigate the virtual classroom and identify 3 features to employ in the classroom

2. Create a live classroom and load content to be used in the presentation

3. Save a Wimbasession and make it available for viewing within Blackboard

# Workshop Title: Finding Information on the New LRD Web site

**Time:** 10:30AM to Noon

**Location:** E-Lab 105

**Description:** In addition to adding new comprehensive and authoritative subscription resources, LRD has completely redesigned its website. Among the enhancement are several powerful tools to help match students and faculty with the information/materials they need to succeed. This website will be your first stop for research and it will continue to evolve (via periodic updates) to keep you coming back.

*By the end of this workshop, participants will be able to:*

1.  Select the best approach for locating books, journals, databases.

2.  Describe how researchers use the new LRD Research Guides and how faculty can provide input regarding additional guides.

3.  Demonstrate the use of the new “How Do I…?” question and answer system.

4.  Describe how to use the website to request materials for loan or purchase as well as to request information literacy services.

# Workshop Title: Open Lab

**Time:** 9:00AM to Noon

**Location:** E-Lab510

**Description:** It made perfect sense during the workshop, but then a week later you sit down to employ some of the things you learned and you can't remember where to start.  We've all been there!  Drop by an open lab (no, you don't HAVE TO stay the whole time) to work on your Blackboard site and ask questions as you go.  A member of the Center for Academic Technology staff will be there to answer questions.  Better yet, join other UDC faculty and share tips and tricks.  Technology is more fun when experienced (or endured) with others.

# Workshop Title: SmartThinking

**Time:** 1:00PM to 4:00PM

**Location**: E-Lab 105

**Description:** SMARTHINKINGTM is an online tutoring service that the University of the District of Columbia offers to our students for FREE. Please join us for one of the upcoming Q&A presentations where you will learn how the service works as well as implementation ideas for your classroom.

SMARTHINKINGTM currently provides online support in a variety of Math, Writing, Science and Business subjects (a full list is here <http://www.smarthinking.com/static/pub_common/hours.cfm?st=1>) up to 24 hours a day, 7 days a week. They have a staff of over 1000 tutors worldwide who are trained to provide high quality learning assistance to your students. SMARTHINKINGTM is not a homework answering or editing service. Instead, they strive to assist students in developing successful learning and problem-solving strategies that will help them succeed in the classroom. Feel free to check out www.smarthinking.com and run through the flash demos to learn more before the presentation. We look forward to meeting with you soon!

# Workshop Title: Managing Course Content & Effective Online Teaching Strategies in Blackboard 9.1 (Advanced)

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 105

**Description:** This workshop will introduce participants to strategies and techniques to manage content within your course and provide a forum for dialogue and discussion on effective online teaching strategies. We will preview existing online courses and have faculty share their best practices and lessons learned with the group. While online environments provide many opportunities for customization, students will benefit from having a uniform ‘look and feel’ for all online course offerings. Among the tools to be covered are Performance Dashboard, Adaptive Release, Calendar, Tasks, and Course Reports, advanced Grade Center, advance upload features and analyzing usage.

*By the end of this workshop, participants will be able to:*

1. Name 3 strategies for engaging students online

2. Identify how the performance dashboard, adaptive release and course reports can be used to assess student performance

3. Describe the functionality of Tasks, Calendar, and Advance Grade Center features to keep students abreast of their progress within the course.

4. Discuss advanced strategies for organizing and uploading content.

# Workshop Title: Communication and Collaboration in Blackboard 9.1 (Intermediate)

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 510

**Description:** This workshop will explore the tools and strategies to communicate with students and nurture collaboration in an online environment. Among the tools to be discussed are Notification Dashboard, Discussion Board, Virtual Classroom, Chat, Announcements, Email, Messages and Group management. The workshop will require active participation and faculty are encouraged to bring course syllabi and past assignments to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have attended the **Introduction to Blackboard 9.1** workshop.

*By the end of the workshop, the participants will be able to*

1. Manage synchronous communication tools

2. Get familiar with discussion board and ways to integrate into the curriculum

3. Manage group work and ways to foster online collaboration

4. Send email and messages in Bb 9.1

**Wednesday, August 11, 2010**

# Workshop Title: Open Lab

**Time:** 9:00AM to Noon

**Location:** E-Lab 510

**Description:** It made perfect sense during the workshop, but then a week later you sit down to employ some of the things you learned and you can't remember where to start.  We've all been there!  Drop by an open lab (no, you don't HAVE TO stay the whole time) to work on your Blackboard site and ask questions as you go.  A member of the Center for Academic Technology staff will be there to answer questions.  Better yet, join other UDC faculty and share tips and tricks.  Technology is more fun when experienced (or endured) with others.

# Workshop Title: Google Docs in the Classroom

**Time:** 9:00AM to Noon

**Location:** E-Lab 105

**Description:**

Google Docs is a free, web-based suite of software which includes a word processor, spreadsheet, presentation, web-form, drawing tools and web storage. Using an interface similar to other 'office suites' and taking advantage of 'cloud computing' (where applications and data are stored on the internet -- as opposed to your computer), Google docs creates unbounded opportunities for student/teacher or student/student interaction via the web. Collaborative projects, monitoring progress, real-time feedback, and paper reduction are a few of the benefits of Google Docs. Examples of lesson plan ideas and projects will be provided. Participants are encouraged to bring a laptop and should have a Google account or be willing to create one.

*By the end of this workshop, participants will be able to*:

1. Identify the connection between the collaborative features of Google Docs and the ISTE National Educational Technology Standards for Students

2. Describe the functionality and navigate the user interface of Google docs

3. Identify 3 to 5 ways Google Docs can be used for class preparation, class instruction or evaluation/assessment

4. Describe the file sharing and security settings needed to design collaborative projects and publish to the Internet.

# Workshop Title: SmartThinking

**Time:** 9:00AM to Noon

**Location:** E-Lab 510

**Description:** SMARTHINKINGTM is an online tutoring service that the University of the District of Columbia offers to our students for FREE. Please join us for one of the upcoming Q&A presentations where you will learn how the service works as well as implementation ideas for your classroom.

SMARTHINKINGTM currently provides online support in a variety of Math, Writing, Science and Business subjects (a full list is here <http://www.smarthinking.com/static/pub_common/hours.cfm?st=1>) up to 24 hours a day, 7 days a week. They have a staff of over 1000 tutors worldwide who are trained to provide high quality learning assistance to your students. SMARTHINKINGTM is not a homework answering or editing service. Instead, they strive to assist students in developing successful learning and problem-solving strategies that will help them succeed in the classroom. Feel free to check out www.smarthinking.com and run through the flash demos to learn more before the presentation. We look forward to meeting with you soon!

# Workshop Title: Blogs, Wikis, Mashups and other Web 2.0 Tools in Blackboard 9.1

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 104

**Description:** This workshop will introduce participants to project-based learning strategies and web 2.0 tools which can be used in Blackboard 9.1. Participants will be introduced to interactive tools which promote collaborative learning and allow students to generate original content (blog posts, journal entries, and wiki articles) as evidence of learning. Among the tools to be covered are: Blogs, Wikis, Journals, E-portfolio, Scholar, Mash-ups, Echo 360 and screen-casting. This workshop will require active participation and faculty are encouraged to bring course syllabi and past assignments to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have attended the **Introduction to Blackboard 9.1** workshop.

*By the end of this workshop, participants will be able to:*

1. Define Web 2.0 identify 3 tools which can be used in the classroom

2. Differentiate between a blog, wiki and mash-up and describe how they can be used in Bb 9.1

3. Name 3 reasons how journaling, bookmarking (Scholar) and e-portfolios can be used as evidence of learning.

4. Create a screen recording (using Echo 360 and/or a web 2.0 tool) and identify 3 ways they can be used to facilitate online learning.

# Workshop Title: Effective Assessments in Bb 9.1 (Intermediate)

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 105

**Description:** This workshop will explore various ways to assess student learning in Blackboard 9.1. Some of the tools and assessment strategies to be covered include Grade Center, SafeAssign, Test and Pool Manager, Respondus LockDown Browser. Beyond explaining the functionality of each tool, some pedagogical approaches specifically; rubrics, self-reflection, peer review and effective grading/feedback in an online environment will be discussed. This workshop will require active participation and faculty are encouraged to bring assessment questions to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have completed the **Introduction to Blackboard 9.1** workshop.

*By the end of the workshop, the participants will be able to:*

1. Create an assignment and understand the benefits of using SafeAssign

2. Create and deploy a test with and without pool manager and Respondus LockDown BrowserTM

3. Manage Grade Center

4. Name three, pedagogically sound, assessment methods and create a sample assessment utilizing one of each.

# Workshop Title: Introduction to Bb 9.1 Basics

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 510

**Description:** This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Performance Dashboard and Grade Center will be previewed and explained. This workshop is designed for faculty who need a refresher on Blackboard and would like to learn about the new features in Bb 9.1. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

*By the end of this workshop, participants will be able to:*

1. Successfully navigate the new layout and customization options in Blackboard 9.1

2. Load content to Blackboard 9.1 and set options to restrict availability

3. Define the available features in the grade center

4. Identify three ways to track student performance and provide feedback

**Thursday, August 12, 2010**

# Workshop Title: Classroom Instruction that Works and Web 2.0 Tools

**Time: Time:** 9:00AM to Noon

**Location:** E-Lab 104

**Description:** The emerging Web 2.0 paradigm turns the passive Internet user into an active participant. Websites now provide services which allow users to create, edit, comment, and share information, creating many new possibilities for classroom use. Successfully integrating new(er) technologies, without teaching the technology, as opposed to the subject matter, requires a defined approach and specific outcomes. This session will use Marzano's *Classroom Instruction that Works* as a foundation and identify instructional technology tools which fulfill each strategy. This session will introduce tools which allow for Collaborative learning, problem based learning, participative/creative projects.

*By the end of this workshop, participants will be able to:*

1. List the 9 instructional strategies identified in Marzano's *Classroom Instruction that Works*

2. Identify the connection between the emerging web 2.0 paradigm and their application in the classroom

3. Name 2 - 3 Web 2.0 tools for future classroom use

4. Create a lesson plan which incorporates Classroom Instruction that Works and Web 2.0 tools

# Workshop Title: Wimba Classroom

**Time:** 9:00 AM to Noon

**Location:** E-Lab 105

**Description:** Wimba Classroom combines interactive technologies with instructional best practices, allowing educators and students to build relationships. Wimba classroom is a live, virtual classroom environment with robust features that includes audio, video, application sharing and content display. This workshop will introduce participants to the latest technology which enables instructors to conduct class with audio, visuals and desktop sharing using Wimba Classroom.

*At the end of this workshop, participants will be able to:*

1. Navigate the virtual classroom and identify 3 features to employ in the classroom

2. Create a live classroom and load content to be used in the presentation

3. Save a Wimbasession and make it available for viewing within Blackboard

# Workshop Title: Communication and Collaboration in Blackboard 9.1 (Intermediate)

**Time:** 9:00 AM to Noon

**Location:** E-Lab 510

**Description:** This workshop will explore the tools and strategies to communicate with students and nurture collaboration in an online environment. Among the tools to be discussed are Notification Dashboard, Discussion Board, Virtual Classroom, Chat, Announcements, Email, Messages and Group management. The workshop will require active participation and faculty are encouraged to bring course syllabi and past assignments to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have attended the **Introduction to Blackboard 9.1** workshop.

*By the end of the workshop, the participants will be able to*

1. Manage synchronous communication tools

2. Get familiar with discussion board and ways to integrate into the curriculum

3. Manage group work and ways to foster online collaboration

4. Send email and messages in Bb 9.1

# Workshop Title: Introduction to Bb 9.1 Basics

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 104

**Description:** This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Performance Dashboard and Grade Center will be previewed and explained. This workshop is designed for faculty who need a refresher on Blackboard and would like to learn about the new features in Bb 9.1. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

*By the end of this workshop, participants will be able to:*

1. Successfully navigate the new layout and customization options in Blackboard 9.1

2. Load content to Blackboard 9.1 and set options to restrict availability

3. Define the available features in the grade center

4. Identify three ways to track student performance and provide feedback

# Workshop Title: Open Lab

**Time:** 1:00PM to 2:30PM

**Location:** E-Lab 105

**Description:** It made perfect sense during the workshop, but then a week later you sit down to employ some of the things you learned and you can't remember where to start.  We've all been there!  Drop by an open lab (no, you don't HAVE TO stay the whole time) to work on your Blackboard site and ask questions as you go.  A member of the Center for Academic Technology staff will be there to answer questions.  Better yet, join other UDC faculty and share tips and tricks.  Technology is more fun when experienced (or endured) with others.

# Workshop Title: Finding Information on the New LRD Web site

**Time:** 2:30PM to 4:00

**Location:** E-Lab 105

**Description:** In addition to adding new comprehensive and authoritative subscription resources, LRD has completely redesigned its website. Among the enhancement are several powerful tools to help match students and faculty with the information/materials they need to succeed. This website will be your first stop for research and it will continue to evolve (via periodic updates) to keep you coming back.

*By the end of this workshop, participants will be able to:*

1.  Select the best approach for locating books, journals, databases.

2.  Describe how researchers use the new LRD Research Guides and how faculty can provide input regarding additional guides.

3.  Demonstrate the use of the new “How Do I…?” question and answer system.

4.  Describe how to use the website to request materials for loan or purchase as well as to request information literacy services.

# Workshop Title: Managing Course Content & Effective Online Teaching Strategies in Blackboard 9.1 (Advanced)

**Time:** 9:00AM to 12:00PM

**Location:** E-Lab 510

**Description:** This workshop will introduce participants to strategies and techniques to manage content within your course and provide a forum for dialogue and discussion on effective online teaching strategies. We will preview existing online courses and have faculty share their best practices and lessons learned with the group. While online environments provide many opportunities for customization, students will benefit from having a uniform ‘look and feel’ for all online course offerings. Among the tools to be covered are Performance Dashboard, Adaptive Release, Calendar, Tasks, and Course Reports, advanced Grade Center, advance upload features and analyzing usage.

*By the end of this workshop, participants will be able to:*

1. Name 3 strategies for engaging students online

2. Identify how the performance dashboard, adaptive release and course reports can be used to assess student performance

3. Describe the functionality of Tasks, Calendar, and Advance Grade Center features to keep students abreast of their progress within the course.

4. Discuss advanced strategies for organizing and uploading content.

**Friday, August 13, 2010**

# Workshop Title: QM – Build Your Blended Course

**Time:** 10:00AM to 2:30PM

**Location:** E-Lab 104

**Description:** Quality Matters (QM) is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online courses and online components. The University of the District of Columbia is among over 450 colleges and universities employing QM tools in developing, maintaining and reviewing their online courses and in training their faculty.  Faculty members interested in teaching online or taking their existing online courses to the next level are encouraged to attend this 3 workshop series.

*By the end of these workshops, participants will be able to:*

1.  List the 8 broad Quality Matters rubric standards used to evaluate online and hybrid courses.

2.  Understand the connection between measurable learning objectives and effective assessments

3.  Participate in a mock peer review process

4.  Create an action plan to explore connections between existing course materials and the QM rubric

# Workshop Title: Introduction to Bb 9.1 Basics

**Time:** 9:00AM to Noon

**Location:** E-Lab 105

**Description:** This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Performance Dashboard and Grade Center will be previewed and explained. This workshop is designed for faculty who need a refresher on Blackboard and would like to learn about the new features in Bb 9.1. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

*By the end of this workshop, participants will be able to:*

1. Successfully navigate the new layout and customization options in Blackboard 9.1

2. Load content to Blackboard 9.1 and set options to restrict availability

3. Define the available features in the grade center

4. Identify three ways to track student performance and provide feedback

# Workshop Title: SoftChalk

**Time:** 9:00AM to Noon

**Location:** E-Lab 104

**Description:** SoftChalkTM allows faculty to create interactive learning modules to engage students online. Designed for educators, you don’t need programming experience, SoftChalkTM provides the template — you provide the content. Self-assessments can also be added, with six question types: (including multiple choice, short answer, and matching) as well as learning games, and pop-up annotations.

*At the end of this workshop, participants will be able to:*

1. Create a storyboard to facilitate the design of a learning module

2. Navigate the menu options of SoftChalkTM

3. Import content and build a short learning module using SoftChalkTM

4. Import a SoftChalkTM lesson into Blackboard

# Workshop Title: Open Lab

**Time:** 2:30PM to 4:00PM

**Location:** E-Lab 104

**Description:** It made perfect sense during the workshop, but then a week later you sit down to employ some of the things you learned and you can't remember where to start.  We've all been there!  Drop by an open lab (no, you don't HAVE TO stay the whole time) to work on your Blackboard site and ask questions as you go.  A member of the Center for Academic Technology staff will be there to answer questions.  Better yet, join other UDC faculty and share tips and tricks.  Technology is more fun when experienced (or endured) with others.

# Workshop Title: Wimba Classroom

**Time:** 1:00PM to 2:30PM

**Location:** E-Lab 105

**Description:** Wimba Classroom combines interactive technologies with instructional best practices, allowing educators and students to build relationships. Wimba classroom is a live, virtual classroom environment with robust features that includes audio, video, application sharing and content display. This workshop will introduce participants to the latest technology which enables instructors to conduct class with audio, visuals and desktop sharing using Wimba Classroom.

*At the end of this workshop, participants will be able to:*

1. Navigate the virtual classroom and identify 3 features to employ in the classroom

2. Create a live classroom and load content to be used in the presentation

3. Save a Wimbasession and make it available for viewing within Blackboard

# Workshop Title: Open Lab

**Time:** 2:30PM to 4:00PM

**Location:** E-Lab 105

**Description:** It made perfect sense during the workshop, but then a week later you sit down to employ some of the things you learned and you can't remember where to start.  We've all been there!  Drop by an open lab (no, you don't HAVE TO stay the whole time) to work on your Blackboard site and ask questions as you go.  A member of the Center for Academic Technology staff will be there to answer questions.  Better yet, join other UDC faculty and share tips and tricks.  Technology is more fun when experienced (or endured) with others.

# Workshop Title: Open Lab

**Time:** 2:30PM to 4:00PM

**Location:** E-Lab 510

**Description:** It made perfect sense during the workshop, but then a week later you sit down to employ some of the things you learned and you can't remember where to start.  We've all been there!  Drop by an open lab (no, you don't HAVE TO stay the whole time) to work on your Blackboard site and ask questions as you go.  A member of the Center for Academic Technology staff will be there to answer questions.  Better yet, join other UDC faculty and share tips and tricks.  Technology is more fun when experienced (or endured) with others.

# Workshop Title: Podcasting & Video tools for the Classroom

**Time:** 2:30PM to 4:00PM

**Location:** E-Lab 510

**Description:** Podcasting" refers to any software/hardware combination that permits automatic downloading of audio files to an MP3 player for listening at the user's convenience. Podcasting allows learning to become more portable and gives educators another way to meet today's students where they live and learn - online and on audio players (Educause). Portable video devices enrich teaching and learning by making it experiential. Using MP3 recorders and hand-held video recorders, students can record in the field, make on-the-fly recordings, learn editing techniques, and present their projects to the world. This workshop will introduce participants to the field of podcasting and video production using hand-held devices as well as software to export and distribute content.

*At the end of this workshop, participants will be able to:*

1. Create a short audio recording and compress to Mp3 format

2. Discuss ways to bring audio and video into their course structure to make learning experiential

3. Insert audio into a Blackboard course as content

4. Make informed choices about the variety of tools available to produce audio and video content to best fit their course and learning objectives.

**Wednesday, August 18, 2010**

# Workshop Title: Introduction to Bb 9.1 Basics

**Time:** 9:00AM to Noon

**Location:** E-Lab 104

**Description:** This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Performance Dashboard and Grade Center will be previewed and explained. This workshop is designed for faculty who need a refresher on Blackboard and would like to learn about the new features in Bb 9.1. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

*By the end of this workshop, participants will be able to:*

1. Successfully navigate the new layout and customization options in Blackboard 9.1

2. Load content to Blackboard 9.1 and set options to restrict availability

3. Define the available features in the grade center

4. Identify three ways to track student performance and provide feedback

# Workshop Title: Introduction to Bb 9.1 Basics

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 105

**Description:** This workshop will introduce participants to the basic features of Blackboard 9.1. The new layout of Blackboard 9.1 will be discussed at length, along with navigation methods and ways to customize/add content. Additionally, the Performance Dashboard and Grade Center will be previewed and explained. This workshop is designed for faculty who need a refresher on Blackboard and would like to learn about the new features in Bb 9.1. After completing this workshop, faculty will be able to use the basic features of BB 9.1 and ready to participate in topic specific workshops which go in depth on the functionality of BB 9.1 tools.

*By the end of this workshop, participants will be able to:*

1. Successfully navigate the new layout and customization options in Blackboard 9.1

2. Load content to Blackboard 9.1 and set options to restrict availability

3. Define the available features in the grade center

4. Identify three ways to track student performance and provide feedback

# Workshop Title: Effective Assessments in Bb 9.1 (Intermediate)

**Time:** 9:00AM to Noon

**Location:** E-LAB 106b

**Description:** This workshop will explore various ways to assess student learning in Blackboard 9.1. Some of the tools and assessment strategies to be covered include Grade Center, SafeAssign, Test and Pool Manager, Respondus LockDown Browser. Beyond explaining the functionality of each tool, some pedagogical approaches specifically; rubrics, self-reflection, peer review and effective grading/feedback in an online environment will be discussed. This workshop will require active participation and faculty are encouraged to bring assessment questions to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have completed the **Introduction to Blackboard 9.1** workshop.

*By the end of the workshop, the participants will be able to:*

1. Create an assignment and understand the benefits of using SafeAssign

2. Create and deploy a test with and without pool manager and Respondus LockDown BrowserTM

3. Manage Grade Center

4. Name three, pedagogically sound, assessment methods and create a sample assessment utilizing one of each.

# Workshop Title: Communication and Collaboration in Blackboard 9.1 (Intermediate)

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 510

**Description:** This workshop will explore the tools and strategies to communicate with students and nurture collaboration in an online environment. Among the tools to be discussed are Notification Dashboard, Discussion Board, Virtual Classroom, Chat, Announcements, Email, Messages and Group management. The workshop will require active participation and faculty are encouraged to bring course syllabi and past assignments to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have attended the **Introduction to Blackboard 9.1** workshop.

*By the end of the workshop, the participants will be able to*

1. Manage synchronous communication tools

2. Get familiar with discussion board and ways to integrate into the curriculum

3. Manage group work and ways to foster online collaboration

4. Send email and messages in Bb 9.1

# Workshop Title: Information Literature and the New General Education Program

**Time:** 10:00AM to 11:00AM

**Location:** E-Lab 510

**Description:** Information literacy is a component of the new General Education guidelines. This session will explain the concepts of information literacy more generally and how they relate to the new General Education curriculum and student learning objectives. How the Information Literacy Librarian can assist in this process will also be discussed.

By the end of this session, participants will:

1. Know the five information literacy competencies, as defined by the Association of College and Research Libraries.
2. Understand how information literacy relates to the new General Education student learning objectives.
3. Know some basic ways to integrate information literacy competencies into their curriculum.
4. Know how to access information Literacy Program services.

## Workshop Title: Managing Course Content & Effective Online Teaching Strategies in Blackboard 9.1 (Advanced)

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 510

**Description:** This workshop will introduce participants to strategies and techniques to manage content within your course and provide a forum for dialogue and discussion on effective online teaching strategies. We will preview existing online courses and have faculty share their best practices and lessons learned with the group. While online environments provide many opportunities for customization, students will benefit from having a uniform ‘look and feel’ for all online course offerings. Among the tools to be covered are Performance Dashboard, Adaptive Release, Calendar, Tasks, and Course Reports, advanced Grade Center, advance upload features and analyzing usage.

*By the end of this workshop, participants will be able to:*

1. Name 3 strategies for engaging students online

2. Identify how the performance dashboard, adaptive release and course reports can be used to assess student performance

3. Describe the functionality of Tasks, Calendar, and Advance Grade Center features to keep students abreast of their progress within the course.

4. Discuss advanced strategies for organizing and uploading content.

# Workshop Title: Introduction to the Information Literature Program

**Time:** 10:00AM to 11:00AM

**Location:** E-Lab 510

**Description:** This session will introduce faculty to the Information Literacy Program – a service offered by the Learning Resources Division. The basic concepts of information literacy, as defined by the Association of College and Research Libraries, will be reviewed, along with how information literacy relates to technological literacies. The relation of information literacy to student learning will be discussed and faculty members will be introduced to the services provided by the information literacy program.

By the end of this session, participants will:

1. Know the five competencies, as defined by the Association of College and Research Libraries.
2. Understand the services provided by the Information Literacy Program.
3. Have a basic understanding of how information literacy relates to student learning and the curriculum.
4. Know how to access Information Literacy Program services.

## Workshop Title: Blogs, Wikis, Mashups and other Web 2.0 Tools in Blackboard 9.1

**Time:** 1:00PM to 4:00PM

**Location:** E-Lab 104

**Description:** This workshop will introduce participants to project-based learning strategies and web 2.0 tools which can be used in Blackboard 9.1. Participants will be introduced to interactive tools which promote collaborative learning and allow students to generate original content (blog posts, journal entries, and wiki articles) as evidence of learning. Among the tools to be covered are: Blogs, Wikis, Journals, E-portfolio, Scholar, Mash-ups, Echo 360 and screen-casting. This workshop will require active participation and faculty are encouraged to bring course syllabi and past assignments to facilitate the learning process. Participants are expected to have either a strong working knowledge of Blackboard 8 or have attended the **Introduction to Blackboard 9.1** workshop.

*By the end of this workshop, participants will be able to:*

1. Define Web 2.0 identify 3 tools which can be used in the classroom

2. Differentiate between a blog, wiki and mash-up and describe how they can be used in Bb 9.1

3. Name 3 reasons how journaling, bookmarking (Scholar) and e-portfolios can be used as evidence of learning.

4. Create a screen recording (using Echo 360 and/or a web 2.0 tool) and identify 3 ways they can be used to facilitate online learning.